
Preparation Checklist for Filing a Wage Claim with the California Labor Commissioner

1. Collect Pay and Work Records

- Paystubs or wage statements
- Timecards, schedules, or personal notes of hours worked
- Direct deposit records, copies of checks, mobile payment app statements/screenshots (e.g., Venmo, Zelle, PayPal, etc.)

2. Document Hours and Wages Owed

- Create a timeline of dates worked
- List hours worked each day and the rate(s) of pay
- Note missed meal or rest breaks
- Identify unpaid overtime or double-time

3. Save All Communication with the Employer

- Texts, emails, or messages about hours, pay, termination, or complaints
- Any written requests you made asking to be paid

4. Identify the Employer

- Legal business name (from paystub, business license, or postings)
- Physical worksite address and mailing address
- Supervisor or owner's name and contact information

5. Gather Employment Documents

- Offer letters or hiring paperwork
- Employee handbooks or written policies

6. Estimate What You Are Owed

- Unpaid wages or overtime
- Meal/rest break premiums
- Expense reimbursements

7. Prepare a Short Description of the Problem

- When the pay issue started
- What you believe is owed and why
- Whether you asked the employer to fix the issue, and if so, how you asked